

# United States Court of Appeals for the Second Circuit



## Vacancy Announcement

January 5, 2006  
Reference# FY06-05

**Position Title:** Paralegal

**Location:** Office of Legal Affairs, 40 Foley Square, NYC

**Salary Range:** Up to CL-27 level ( \$39,829- \$71,155)  
depending on experience,  
current salary and qualifications.

**Closing:** Open Until Filled

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**Position Overview:** The Paralegal is a member of the Office of Legal Affairs administrative support staff. The incumbent will report directly to the Administrative Manager. He/she reviews briefs and appendices to determine compliance with Federal Rules of Appellate Procedure and local court rules for format and content; extracts and/or enters appropriate case information into computer spreadsheet; identifies emergency motions and special handling requirements and refers motions to appropriate personnel; researches and responds to correspondence and telephone inquiries from district courts, judges, and other Court personnel; assists with data entry of bench memorandum; prepares files for routing to the Supervisory Staff Attorney or other appropriate personnel; and performs other duties as assigned.

**Requirements:** Three years of specialized experience related to the responsibilities described above which will have provided the candidate with the particular skills to successfully perform the duties of this position. The work also requires effective communication, interpersonal skills and the ability to work in a team oriented environment. Proficiency with WordPerfect and Excel is required.

**To be considered for the position you must submit a cover letter and two (2) copies of your resume to:**

United States Court of Appeals, Second Circuit  
40 Foley Square, Room 1604  
New York, NY 10007  
Attn.: Human Resources, Reference #FY06-05

**APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**